



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-19

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: OSUP Memorandum delivery via ISIS HR List Serve

The Office of State Uniform Payroll (OSUP) has undergone some changes in the way memorandums are delivered to ISIS HR agencies. To ensure that agencies are kept up-to-date on the many changes, policies and procedures we are again changing our memorandum delivery method.

Effective immediately, agency personnel who wish to be informed of OSUP memorandums must subscribe to the ISIS HR Employee Administration Electronic Notification (list serve). **Please make certain that all agency HR and EA personnel are aware of this change.** For HR Directors, Employee Administration Managers and others who have already subscribed to this list serve to receive memorandums and other correspondence from OIS through email, no action is required. However, anyone who has not subscribed and needs to receive OSUP memorandums can subscribe by following instructions provided on our OSUP website at http://www.doa.state.la.us/osup/cy_memos_forms.htm or through the OIS website at http://www.doa.state.la.us/OSIS/HR/hrelectronic_notification.htm.

Memorandums with agency specific attachments will continue to be sent via e-mail notification to the agency specific EA Manager along with a generic memo being posted through the ISIS HR List Serve. All OSUP memos will be available for review on the OSUP website.

Please contact Kathy Bates of our staff at (225) 342-0713 with any questions on the above information, or with suggestions for improving our web site.

JWC/KMB